
Annex 3.5.S: Navy – Naval Police Coxswain completion bonus

This application is in five parts.

Part A – Provides information about the bonus scheme, and is for you to keep.

Part B – Is your agreement to serve in the category for three years.

Part C – Provides your election about how the bonus is paid.

Part D – Provides additional payment information if you choose to pay the money into a superannuation fund.

Part E – Provides an application for extension of time to serve your three-year undertaking.

Part A: Application information

This Part provides information about the bonus scheme, and is for you to keep.

I am applying for the Naval Police Coxswain completion bonus scheme. This is authorised under Chapter 3 Part 5 Division 18 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* ('the Determination').

I understand that my application for this obligation payment and completion bonus is subject to the following terms and conditions.

1. I will serve in the Naval Police Coxswain Grade 1 or the Naval Police Coxswain Grade 2 category for three years. This is called my "required period of service".
2. I meet all the following requirements.
 - a. I am ranked Leading Seaman to Chief Petty Officer.
 - b. I have completed my initial minimum period of service.
 - c. I am not serving an MSBS undertaking for further service.
 - d. I have not been selected to commission as an officer or for promotion to Warrant Officer.
3. I have passed any of the following courses.
 - a. Service Police Basic Course.
 - b. Military Police Investigator Course.
 - c. Service Police Intermediate Investigators Course.
 - d. Both the Small Ships Navigation Course and the Minor War Vessel Medical Course.
 - e. Investigator Qualification Course.
4. If I have less than three years to serve in the Navy I cannot join the scheme, unless I apply to extend my fixed period of service or my compulsory retirement age.
5. The scheme has the following obligation payments, paid on joining the scheme. Only one obligation payment is paid.

Item	A member who has passed...	is to be paid to an obligation payment of...
1.	the Service Police Basic Course	\$4,000.
2.	the Military Police Investigator Course	\$6,000.
3.	the Service Police Intermediate Investigators Course	
4.	both of the following courses a. The Small Ships Navigation Course. b. The Minor War Vessel Medical Course	\$8,000.
5.	the Investigator Qualification Course	
6.	all of the following courses a. The Investigator Qualification Course. b. The Small Ships Navigation Course. c. The Minor War Vessel Medical Course.	\$10,000.

6. If I leave the Naval Police Coxswain Grade 1 or the Naval Police Coxswain Grade 2 categories within three years I may have to repay my obligation payment. If I leave for some reasons (such as those listed under item 7.b) I will not have to repay.
7. A completion bonus may be paid when I leave the scheme.
- a. If I stay in the scheme for three years I am entitled to a completion bonus.
 - b. I may be paid a pro rata completion bonus in some situations. Examples are if I transfer out of the Naval Police Coxswain category for Service reasons; become a commissioned officer; be promoted to Warrant Officer; be retrenched or made redundant; reach the end of a fixed period of service or compulsory retirement age; be discharged for medical reasons; or die.
 - c. If I resign, voluntarily transfer to the Reserves, or if I voluntarily transfer out of the Naval Police Coxswain categories the completion bonus will not be paid.
8. The amount of my completion bonus depends on three factors.
- a. The length of time I stay in the scheme. It is a three year scheme, but a pro rata bonus may be paid if I leave earlier, in some situations (such as those listed under item 7.b).
 - b. Any ineffective service. The amount of the bonus is reduced for ineffective service. I may elect to continue to serve an additional period of effective service, to make up a total of three years of effective service. The election must be made using Part E of this form. I may not elect to serve after 30 June 2013.
 - c. The level of my qualifications. I earn the bonus at different rates, for time I spend at different qualification categories.

Qualification category	Highest qualification held	Completion bonus rate for three full years of service
Category 1	Service Police Basic Course	\$6,000
Category 2	Either of the following courses. a. Military Police Investigator Course. b. Service Police Intermediate Investigators Course.	\$9,000
Category 3	Either of the following options. a. Both the Small Ships Navigation Course and the Minor War Vessel Medical Course. b. Investigator Qualification Course.	\$12,000
Category 4	All of the following courses. a. Investigator Qualification Course. b. Small Ships Navigation Course c. Minor War Vessel Medical Course	\$15,000

9. If I start to serve an MSBS undertaking for further service after I have joined the scheme I will be paid a pro rata completion bonus payment, and then leave the scheme. I will have to repay part of my obligation payment.
10. I may elect to pay the scheme payments into a superannuation fund using the forms provided at Parts C and D.
11. I am advised to seek professional legal and/or financial advice about this decision. ADF members are not qualified to provide this advice.

Effective service for the purposes of this offer is defined as continuous full-time service for which salary is paid. Leave or other events may not be effective service and will reduce the completion bonus amount. The following table shows what events will have an effect.

Item	Activity	Effect
1.	Part time leave without pay	The unpaid component of a part-time leave without pay working pattern does not count as effective service.
2.	Leave at full pay Examples: Recreation leave, full pay long service leave	The whole period counts as effective service.
3.	Unpaid leave for less than 21 calendar days Examples: Leave without pay, maternity leave without pay	
4.	Unpaid leave for 21 calendar days or more Examples: Leave without pay, maternity leave without pay	
5.	Absence without leave	The whole period does not count as effective service.
6.	Imprisonment, detention or suspension from duty without pay	
7.	Leave at half pay Example: Long service leave at half pay	
8.	An undertaking for further service under Part 8 of the Military Superannuation and Benefits Act 1991, as preserved by item 4 of Schedule 4 Defence Legislation Amendment Act (No. 1) 2005.	The whole period does not count as effective service.
9.	A period when the member was discharging another undertaking for further service. Exception: An undertaking for further service associated with a promotion.	
10.	Return of service obligations A period when the member is discharging a return of service obligation associated with the following. a. An overseas posting. b. Professional or trade training provided on transfer of category. c. Professional or trade training that is directly relevant to the member's occupation, and not described in item 11.a of this table.	Both of these periods are effective service. i. The period of the overseas posting or the training. ii. The period of the return of service obligation.

Item	Activity	Effect
11.	<p>Return of service obligations</p> <p>A period when the member is discharging a return of service obligation associated with the following.</p> <p>a. A period of initial category training.</p> <p>b. Any other return of service obligation not described in item 10 or 11 of this table.</p> <p>Example: A return of service obligation associated with recruitment from another country.</p>	The whole period does not count as effective service.

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 Division 18 of Defence Determination 2005/15, Conditions of Service.

This application, and the related parts of Defence Determination 2005/15, are the whole agreement between us about the nature of this scheme. It overrides any other prior understanding or agreement about the scheme. This would include, for instance, things I may have been told about the scheme or things I may have read elsewhere.

Part B: Undertaking to serve

I,.....
 (Rank) (Last name) (Given name)
 ,
 (Service number) (Employee ID)

apply to join the Naval Police Coxswain completion bonus scheme.

[]	This is my first application for the scheme.
[]	This is the second part of my application for the scheme. I have previously applied using a signal, email, or facsimile.

agree to serve in the Naval Police Coxswain Grade 1 or the Naval Police Coxswain Grade 2 categories for three years.

I acknowledge that I am required to submit a Form PE 012 to cover my agreed period of service should my enlistment period be insufficient to cover the three year commitment elected above. I may then join the scheme, even if my application to extend is refused.

I acknowledge that if I am within three years of my compulsory retirement age, or the end of my fixed period of service I must apply to extend my period of service in order to join the scheme. I may then join the scheme, even if my application to extend is refused.

I acknowledge that the provisions of Chapter 3 Part 5 Division 18 of Defence Determination 2005/15, Conditions of Service ('the Determination'), have been brought to my notice.

I acknowledge that the amount of my completion bonus payment will be adjusted to reflect any periods of ineffective service (as defined in clause 3.5.170 of the Determination) within the three years required service. I will accrue the bonus at different rates, depending on the qualifications I hold at the time.

I have read and understood Part A of this application.	Yes []	No []
I have completed the options for payment (see Parts C and D of this form.)	Yes []	No []
I have completed a form PE012 to extend my fixed period of service, or have sought extension of my compulsory retirement age.	Yes []	No []

* Please tick the box that applies.

Dated this _____ day of _____ 20____

Signed

Printed name

Work address _____

Occupation _____

Work phone _____

Email _____

Mobile phone _____

Witness

The form must be witnessed by an officer or Warrant Officer.

Signed

Printed name and rank

.....
(Rank)

(Last name)

(Given name)

(Employee ID)

I approve this application under Chapter 3 Part 5 Division 18 of Defence Determination 2005/15, Conditions of Service.

Approved
DSCM for CDF

The member has met all requirements for payment of the obligation payment.

Approved
DSCM

The member has met all requirements for payment of the completion bonus.

Approved
DSCM

Part C: Payment details

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(Rank)	(Last name)	(Given name)	(Employee ID)
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This form must be submitted along with the acknowledgment and undertaking to serve form (Part A).

There are three options for payment.

Option one: Paid into the member's normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.

Option two: As an employer contribution to superannuation. This election is made once, but you will later be able to vary this election.

Option three: As a combination of these.

All members are strongly advised to seek professional financial advice when making this decision. ADF members are not qualified to provide this advice.

Obligation payment

I choose this payment method for my obligation payment:

Option one: Paid into my normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.

Option two: The full amount paid as an employer contribution to superannuation. I have nominated a superannuation fund in Part C of this form.

Option three: 1. _____% of the bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund in Part C of this form.

2. The balance of the amount paid into my normal pay account. These will be taxed at the applicable tax rate.

*Tick one box. Only select **one** of the options.*

Completion bonus payment

I choose this payment method for my payment of my completion bonus:

Option one: Paid into my normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.

Option two: The full amount paid as an employer contribution to superannuation. I have nominated a superannuation fund in Part C of this form.

Option three: 1. _____% of the bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund in Part C of this form.

2. The balance of the amount paid into my normal pay account. These will be taxed at the applicable tax rate.

*Tick one box. Only select **one** of the options.*

Send the completed forms to:
Bonus Scheme Coordinator
Remuneration and Bonus Cell
Directorate of Sailors' Career Management
R8-4-070
Russell Offices
CANBERRA ACT 2600

Phone: 02 6266 7554
Fax: 02 6265 1145

Forms can also be emailed to:

navy.completionbonuses@defence.gov.au

Part E: Request to extend period of service

This Part of the form is to be used for those members who have ineffective service and who are electing to serve under the bonus scheme for a longer period than three years. This can be a way of getting a full completion bonus rather than a partial one.

Please do not complete the form when you apply to join the scheme.

I,.....
 (Rank) (Last name) (Given name)

 (Service number) (Employee ID)

have been accepted to serve under the Naval Police Coxswain completion bonus scheme.

I agreed to serve for three years.

I have had ineffective service during the three year period of my undertaking to serve. I seek to extend the period so that I can complete three years of effective service and be paid the maximum amount of completion bonus that can apply to me for that period.

I acknowledge that the provisions of Chapter 3 Part 5 Division 18 of Defence Determination 2005/15, Conditions of Service ('the Determination'), have been brought to my notice.

I acknowledge that if I have not completed a total of three years' effective service under the bonus scheme by 30 June 2013 I may only be paid a pro rata amount of the completion bonus.

Dated this day of 20

 Signed

 Printed name

Work address

Occupation _____
 Email _____

Work phone _____
 Mobile phone _____

I approve this extension of time to serve under Chapter 3 Part 5 Division 18 of Defence Determination 2005/15, Conditions of Service.

 Approved
 DSCM

